

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST Panama	2. AGENCY DOD/NCIS	3a. POSITION NO. NC-01
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☒ No

4. REASON FOR SUBMISSION

- ☐ a. Reclassification of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)
- ☐ b. New Position
- ☒ c. Other (explain) To Update Duties and Responsibilities

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO	Administrative (Investigator) Assistant, 105	FSN-7; FP-7	TV	4/4/2012
b. Other				
c. Proposed by Initiating Office NCIS	Administrative (Investigator) Assistant			

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION Department of Defense	a. First Subdivision Force Protection Detachment
b. Second Subdivision Naval Criminal Investigative Services	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> Typed Name and Signature of Employee Date(mm-dd-yy) </div>	10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> Typed Name and Signature of Local Supervisor Date(mm-dd-yy) </div>
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> Typed Name and Signature of American Supervisor Date(mm-dd-yy) </div>	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> Typed Name and Signature of Human Resources Officer Date(mm-dd-yy) </div>
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13. BASIC FUNCTION OF POSITION
 The incumbent will provide administrative, paraprofessional, and technical support to the Force Protection Detachment (FPD). Incumbent is responsible organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency. Responsible for the processing and transmission of various classified and unclassified Department of Defense (DOD) reports and Department of State (DOS) cables. Maintains frequent and regular contact with Defense Attaché Office (DAO) and Office of Defense Cooperation (ODC) administrative personnel to ensure FPD Panama has accurate, current and projected DOD transient and TDY personnel, ship, and aircraft information. Maintain a list of all transient DOD personnel, ships, and aircraft that visit Panama. Performs administrative and investigative tasks to support the functions of the Naval Criminal Investigative Service (NCIS) Force Protection Detachment (FPD) Panama. Prepares correspondence in English and/or Spanish. Translates non- technical documents from English to Spanish and vice versa.

14. MAJOR DUTIES AND RESPONSIBILITIES	See Continuation	% OF TIME
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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: Two years of college is required.
- b. Prior Work Experience: One year work experience as an administrative assistant; or criminal investigative assistant; or military experience; or US Government experience is required.
- c. Post Entry Training: The AIA will receive OJT and formal training to carry out his/her assigned duties.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization(sp/read):
Level II (Limited Knowledge) Speaking/Writing/Reading Spanish is required, and Level IV (Fluent)
Speaking/Writing/Reading English is required.
- e. Job Knowledge: General knowledge of the purposes, methods and techniques of criminal investigative activities to perform complex research in support of on-going investigations. Knowledge of Department of State policy and procedures as they are applicable to an embassy/consulate including their budgetary systems. Basic knowledge of accounting sufficient to prepare the office's budget and related reports. Have knowledge of Microsoft Office applications
- f. Skills and Abilities: Must be able to demonstrate analytical and professional oral communication skills during an interview. Must be able to demonstrate typing ability (25 wpm). Must be able to review and analyze raw data, formulate conclusions and generate written reports. Must have strong communications and interpersonal skills. Panamanian driver's license.

16. POSITION ELEMENTS

- a. Supervision Received: The Resident Agent in Charge (RAC) will directly supervise the AIA.
- b. Supervision Exercised: None
- c. Available Guidelines: The AIA follows broad guidelines and procedures provided by State, Department of Defense, Department of the Navy, NCIS and various Criminal Investigation directives. Some guidelines are specific but others are general and must be interpreted to fit specific work situations.
- d. Exercise of Judgment: Work involves a series of different and unrelated sequential steps and consideration of all information presented in order to determine what or who to question and the established approach to take in eliciting needed information. The AIA independently completes assignments and projects following instructions and established procedures. Unusual situations are referred to the Resident Agent in Charge. Completed assignments are reviewed for compliance with general instructions, adequacy and soundness of conclusions.
- e. Authority to Make Commitments: The AIA is authorized to make commitments on behalf of the Resident Agent in Charge. These include but are not limited to meetings with government officials, travel related arrangements, budgetary/expense related issues (with HQ approval) and other commitments as assigned.
- f. Nature, Level and Purpose of Contacts: Contacts both oral and written are with the Resident Agent in Charge, Special Agents, NCIS, Department of Defense (DoD) and NCIS HQ personnel, Embassy/Consulate personnel, and foreign government employees. Public contacts include: host nation security officials for the purpose of obtaining, clarifying, or giving information; and the maintenance of the office. These are often characterized as difficult, because of language constraints and barriers due to cultural, customs, and protocol issues.

g. Time Expected to Reach Full Performance Level: One Year

14. Major Duties and Responsibilities (Cont.)

Administrative Duties and Responsibilities

65% of the Time

The Resident Agent in Charge defines objectives, sets priorities and deadlines, and provides instructions on assignments of an unusual nature. The IAA independently completes assignments and projects following instructions and established procedures. Unusual situations are referred to the Resident Agent in Charge. Completed assignments are reviewed for compliance with general instructions, adequacy and soundness of conclusions. The IAA follows broad guidelines and procedures provided by State, the Department of the Navy, the Department of Defense (DOD) as appropriate, NCIS and various Criminal Investigation directives. Some guidelines are specific but others are general and must be interpreted to fit specific work situations. Work involves a series of different and unrelated sequential steps and consideration of all information presented in order to determine what or who to question and the established approach to take in eliciting needed information. The work is performed in an office or other setting as necessitated by persons associated with the investigations. The IAA work product contributes to the accuracy of information and reports, and affects the final product of overall operation of the office. The IAA may be required to travel. The travel can be lengthy, requiring working hours at night, on weekends, and holidays.

Composes replies to letters involving technical aspects of the organization from brief notes or oral instructions. Prepares and types in final form a wide variety of material from rough draft. Assembles and types recurring and special reports for the organization. Compiles, extracts, and arranges information in logical sequence and prepares report in final form. Is responsible for format, spelling, punctuation, paragraphing, and correct and number and placement of copies and enclosures. Correspondence must be composed in either English or Spanish.

Maintains suspense records on all correspondence and action documents and follows up to ensure a timely reply. Responsible for the processing and transmission of various classified and unclassified Department of Defense (DOD) reports and Department of State (DOS) cables. Maintains frequent and regular contact with Defense Attaché Office (DAO) and Office of Defense Cooperation (ODC) administrative personnel to ensure FPD Panama has accurate current and projected DOD transient and TDY personnel, ship, and aircraft information. Maintain a list of all transient DOD personnel, ships, and aircraft that visit Panama. The Investigative Administrative Assistant (IAA) will be preparing a monthly budget spreadsheet to account for all expenses of the foreign post, facilitate TDY visitors to the foreign posts and insure that all State Department guidelines are followed to allow the visitor access to the foreign post.

The IAA will maintain a variety of reference material and technical equipment. Reads directives and instructional material pertaining to administrative practices and clerical procedures in order to be aware of new, revised, or amended procedures for such matters as preparation and processing of correspondence, reports and forms; filing; mail procedures.

Receives telephone calls and visiting personnel either in English or Spanish, diverting calls not requiring attention of the Resident Agent in Charge (RAC), to appropriate key personnel in the organization or personally supplies information based on personal knowledge of organization, functions, and procedures or from information which is readily obtainable by reference to office files and records. Exercises tact and discretion as to what information is provided. In absence of the RAC or when he/she cannot be interrupted, takes and relays messages or suggests to caller possible time that he/she will be available based on knowledge of previous appointments and plans.

1. Maintain office services

Main Activities:

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- ☐ Organize office operations and procedures
- ☐ Monitor and record long distance phone calls
- ☐ Prepare time sheets
- ☐ Control correspondences
- ☐ Review supply requisitions
- ☐ Liaise with other agencies, organizations and groups
- ☐ Maintain office equipment

2. Maintain office records

Main Activities:

- Design filing systems
- ☐ Ensure filing systems are maintained and up to date
- ☐ Define procedures for record retention
- ☐ Ensure protection and security of files and records
- ☐ Ensure effective transfer of files and records
- ☐ Transfer and dispose records according to retention schedules and policies
- ☐ Ensure personnel files are up to date and secure

3. Maintain office efficiency

Main Activities:

- ☐ Plan and implement office systems, layout and equipment procurement
- ☐ Maintain and replenish inventory
- ☐ Check stock to determine inventory levels
- ☐ Anticipate needed supplies
- ☐ Verify receipt of supply

Investigative Duties and Responsibilities

30% of the Time

The IAA will assist in conducting research, gathering, screening, and analyzing factual information or explanations related to the subject of an investigation or to the compliance program itself. The work includes activities such as obtaining background information on subjects of investigations by means of record searches, automated information retrieval, telephone inquiries, or correspondence; providing information to authorized persons concerning the status of the particular investigations; compiling investigative reports with necessary exhibits. Performs a variety of administrative duties associated with maintaining the foreign post including, but not limited, to the foreign travel requests, budget, travel vouchers, case inventory and handle petty cash approximately \$100 – 1,000 US dollars. The IAA may be required to operate a government vehicle to perform their duties as appropriate

Other Related Duties as Assigned

5% of the Time